

**Integrated Financial Systems Technology Solutions**  
**RFP 08-07**  
**Responses to Inquiries**

1. Would PERF and TRF consider a bid that proposes using the State of Indiana's Peoplesoft-based HR system for HR and payroll functionality only?
  - Yes, PERF and TRF would consider this solution. Respondents are encouraged to provide the most cost effective solution possible. If that means using functionality the State of Indiana maintains, that would be suitable for PERF and TRF as long as it meets business needs. If a Respondent is proposing this of type solution they are encouraged to provide full implementation costs and time frames. Software costs would be assumed to be \$0 for this aspect of the solution.
2. From the RFP, I see that PERF is currently using BMS for their benefit system and recording wages and contributions. PERF uses MIP for their financial management. TRF uses SIRIS for their benefit and wage and contribution system. TRF uses an in-house solution for their financial management. What are the main issues with these systems that have created the need for change? How are these issues affecting the organizations?
  - Issues with BMS/SIRIS include but are not limited to the following:
    - a. Ability to make necessary system/programming changes is difficult due to complicated system architecture and non-supported programming language
    - b. Management reporting is ineffective due to data integrity issues, inaccurate reporting functionality and inability to "query" system data
    - c. Inability to accurately account for employer balances due to historical system edits and incorrect application of business rules
    - d. System is not double-entry: due to the "one-sided" accounting ledger design, employee-level transactions are difficult to reconcile and account for
    - e. Current batch-window processing limits business efficiency and effectiveness.
  - Issues with MIP include:
    - a. MIP is an encumbrance-driven application which is not in line with PERF and TRF financial operations
    - b. Lack of an integrated contribution receivable system (currently performed manually)
    - c. Lack of integration between BMS and General Ledger for employee-level transactions (i.e., interest postings, adjustments, distributions, etc.)
    - d. Limited ability to customize reports for budgeting, forecasting and other beneficial or necessary financial reporting
    - e. Limited budgeting functionality inside the system

- f. Inability to handle transaction volume
- o Issues with the TRF Financial Management system include:
    - a. High level of manual data entry
    - b. Inability to create/run ad hoc reports
    - c. Inability to import data from SIRIS
    - d. Inability to provide comprehensive year-end financial reporting
    - e. Lack of an accounts receivable system
    - f. Lack of integration between Wage and Contribution and General Ledger
  - o Issues with all applications include adaptability of change and lack of standardized and reliable reporting shared by PERF and TRF.
- 3. What individuals or departments are affected by these issues and how are they affected?
  - o The issues listed above result in:
    - a. Constant data fixes within BMS/SIRIS to adjust employee accounts
    - b. High level of manual tracking of data via spreadsheets
    - c. Added complexity to account for and reconcile employee and employer transactions

PERF and TRF employers and members are ultimately affected by the issues detailed above due to increased time to process data. All departments within PERF and TRF are affected as the wage and contribution data is used to determine all aspects of the member's retirement benefit or ASA distribution amount. Additionally, Employers are impacted due to the inability to communicate their receivables balance at a given point in time and the inability to respond quickly regarding payment and benefit processing issues.
- 4. How many total concurrent users will be needed for this solution? How many of these will be in HR and processing payroll respectively?
  - o Total concurrent users and an approximation of the number of HR and payroll processing roles necessary will be taken into account when evaluating all RFP solutions. Any specification to the impact of the number of users and their specific functional area might have on the structure, performance, or pricing of a solution are encouraged to be clearly detailed in the RFP response.
- 5. Has a budget for this project been established?
  - o Yes. PERF and TRF will fully review each Bidder's documented RFP response to determine whether the proposed solution (including all estimated costs) is within the agencies' projected budget for the new systems solutions.
- 6. Current PC and Server Infrastructure:  
How many PCs do you have?

What are the operating systems on these PCs?

What version of Office are you currently running?

- PERF has approximately 210 PCs; TRF has approximately 70 PCs, 60 additional PCs are utilized for application support. All PCs currently run on Microsoft XP with Service Pack 3 and utilize Office 2007.

Servers in place include (3) (Application “Forte”, Database “MSSQL”, and Imaging “FileNet VW 5.x”) for the BMS Application. The PERF Online application with real-replication with the BMS database server includes (2) (Application\Web “Tomcat\Java”, Database “MSSQL”). There is SAN replication among the (5) servers to an off-site location for COOP\DR purposes. TRF has (3) existing servers (Application “Forte”, Database “MSSQL”, and Imaging “FileNet VW 5.x”) for the SIRIS application and for the Interactive Application there are (2) existing servers (Application\Web “Tomcat\Java”, Database “MSSQL”). MSSQL real-time replication occurs between the SIRIS and Interactive database servers. There is the potential for SAN replication among all servers to an off-site location for COOP\DR purposes for TRF.

7. We’d like to get a good idea of how this solution is to be presented and it helps to know the individuals that will be involved in the evaluation of the software. Can you give me the names and positions of the persons involved with this evaluation? Who would be making the final purchasing decision?

- The RFP Evaluation Team Consists of:
  - PERF Chief Financial Officer
  - TRF Chief Financial Officer
  - TRF Controller
  - PERF Chief Technology Officer
  - PERF Technology Director
  - State of Indiana IT Director
  - PERF Vendor Manager
  - PERF Procurement Officer (Non-Voting)

The RFP Team will evaluate each vendor response and come to a consensus on the best overall solution proposed. The decision will then be communicated to the Executive Directors of PERF and TRF for final RFP award.

8. To get an idea of total organizational size, how many employees are in PERF and TRF? How many locations are there?
- The proposed solution should ensure the capability to manage up to 500 Full-Time Employees for PERF and TRF.
  - PERF and TRF Operations are currently located in 3 separate locations within a 1 block radius; servers and technology operations are located in 2 additional locations on the State of Indiana campus.

9. Confirm that the offeror is NOT responsible for providing any hardware.
- Each Respondent is encouraged to detail the hardware requirements for the proposed solutions, define whether or not these would be included in the solution, and detail all related costs.
10. Would Indiana please provide a copy of Executive Order (EO) 04-08, dated April 27, 2004?
- The EO in question is included in this document as Appendix A.
11. The RFP contains a sample services contract but no license agreement terms and conditions. Confirm that licenses are to be procured based on the offeror's standard license terms and conditions, plus any additional terms required by Indiana law.
- Each Respondent is encouraged to detail the software license agreements for their proposed solution, define whether or not these would be included in the solution and provide related costs. License and contract terms would be finalized during contract negotiations with the winning vendor.
12. Do both PERF and TRF enable encumbrance accounting for requisitions, purchase orders and/or payable invoices?
- PERF and TRF do not currently or plan to encumber funds at the time a purchase order is made. Respondents are encouraged to detail available functionality relating to accounting for requisitions, purchase orders and/or payable invoices as part of their responses to questions 13 and 14 relating to Purchasing and Accounts Payable.
13. Do both PERF and TRF use Accrual or Cash Basis Accounting?
- PERF and TRF use Accrual Basis Accounting.
14. Is it a requirement to complete Loan activity inside of Receivables?
- Yes, it is anticipated that a solution would accommodate this requirement.
15. Is it a requirement to complete Budget preparation/maintenance (pre-journal) outside of the General Ledger application?
- PERF and TRF expect that Budget Preparation would be a standard part of the Financial Application.
16. Is it a requirement to complete Project related activity outside of the General Ledger application?
- PERF and TRF expect that Project related activity would be a standard part of the Financial Application.
17. Is there a requirement for interagency (PERF/TRF) consolidated reporting?
- Yes, it is anticipated that a solution would accommodate this requirement.

- 18.** Is there a requirement for single sign-on?
- The proposed solutions should incorporate single sign-on and LDAP/Active Directory facilitation with Microsoft Network functionality currently utilized by both agencies for State of Indiana network access.
- 19.** Is there a third party contracting requirement for invoice imaging integration?
- There is no current third party contracting requirement.
- 20.** Who is the PERF/TRF current/proposed scanning Provider?
- PERF and TRF utilize the FileNet application for scanning member/employer Defined Benefit/Defined Contribution information. Currently there is not a scanning Provider for Financial System information.
- 21.** Can PERF/TRF provide a list of Third Party software that will be integrated with the Respondents solution outside of custom Employer Reporting, Maintenance, and Reconciliation applications?
- Integration with Third Party software will be dependent upon the nature and structure of the respondents proposed solutions. Respondents are encouraged to detail the nature of Third Party software integration with the proposed solution.
- 22.** Will receivable invoices/payments out of the Employer Reporting and Maintenance and Reconciliation applications be recorded in these applications or in the Respondents Receivables application?
- Please refer to section A.2 in the RFP for details on how PERF and TRF visualize this process working.
- 23.** Please clarify the Implementation dates [Page 23] Dec 2009 vs. [Page 34] April/July 2009
- PERF and TRF anticipate a phased implementation process between January of 2009 and January 2010 with the intended dates to “Go-Live” on particular modules included. Respondents are encouraged to clearly articulate whether their proposed solution can meet the timeline on Page 34 and also detail as fully as possible the timeline for each of their proposed solutions.
- 24.** Please clarify what is meant by ‘file access structure protocols’.
- File access structure protocols refers to the architecture, management, and transfer of data between systems. Each Respondent is encouraged to be as detailed as possible in defining the technical architecture, requirements, and related costs of their proposed solutions.

25. Please describe each column in the table and what data is wanted. Perhaps an example?
- PERF and TRF encourage each Respondent to fully detail the approximate technological performance, architecture, and detail of each proposed solution.
26. Please explain what is meant by “when an annual depreciation advantage is detected.” Please provide an example.
- Respondents are encouraged to provide as much detail on the functionality of fixed asset accounting, including depreciation, with the financial solution they propose.
27. Is it PERF’s intent to scan invoices into the ERP solution and then be able to open (drill) into the scanned image from the entered invoice information? If so, does PERF currently have an image/ document management solution already in place?
- PERF and TRF prefer the capability to scan invoices.
28. Please clarify this question. How is this request different from question 13.1?
- Question 13.1 can be interpreted as a more specific question for which detail could be provided in question 13.2. For both questions, PERF and TRF encourage all Respondents to fully detail the functionality of purchasing management solutions.
29. Please elaborate on the request. Is PERF looking to track cost center costs as an ongoing project (project centric model)?
- PERF and TRF are not fully clear on the question: PERF is not anticipating a project centric model as projects may be tied to multiple cost centers. The Respondent should clearly detail the manner in which cost tracking will function in the proposed solution.
30. Is it acceptable for a Systems Integration consulting company to propose a 3<sup>rd</sup> party out of the box ERP solution for Finance and HRIS and serve as a reseller of the product?
- PERF and TRF expect to contract and interface with one (1) vendor to provide the proposed financial solutions.
31. Is it possible for a respondent to submit a bid only for the implementation service required for the solution?
- No, a bid only including implementation service would not be viewed as a complete solution by the RFP Evaluation Team.
32. Should the Respondent’s proposals for this RFP include full consideration and pricing for technical hardware and infrastructure to support the proposed solutions?
- Yes, all related technical, infrastructure, and implementation costs should be included in the response.

33. Please explain what the “Annual Costs” column is meant for on the various Module Cost Summary matrices.
- Annual Costs means the forecasted annual operating cost; such as maintenance contracts, licenses, upgrades, etc.
34. Is there a preferred technology platform desired for the underlying infrastructure of the applications? Such as server platform, operation system, RDBMS platform.
- No, there is no preferred technology platform for the proposed solutions. If multiple platforms are available for proposed solutions, each Respondent is encouraged to detail the preferred technology platform proposed and define whether or not this infrastructure is included in or provided by the solution.
35. Is there a preferred Out of the Box software application desired for this solution? If so, should the Implementation Partner be required to resale that software solution?
- No, there is no preferred Out of the Box software application for the proposed solutions. If multiple software applications are available for the proposed solutions, each Respondent is encouraged to detail those thoroughly in the response. Each Respondent is encouraged to detail the Out of the Box software application proposed and define whether or not this infrastructure is included in or provided by the solution.
36. Is there a preferred technology platform desired for the development infrastructure of the applications? Development toolset, reporting toolset.
- No, there is no preferred technology platform related to development/reporting infrastructure for the proposed solutions. If multiple development infrastructure and reporting toolsets are available for proposed solutions, each Respondent is encouraged to detail the development infrastructure and reporting toolsets for their proposed, and define whether or not this infrastructure is included in or provided by the proposed solution.
37. What technology systems are currently in place for the existing applications being run? Hardware, Operation System, RDBMS, development tools, desktops, etc.
- Servers are primarily various configurations of Dell machines, with Raid or SAN for storage. There is also use of VMWare. Servers utilize Windows 2000 or 2003 O/S.
  - Databases are SQL Server 2005.
  - Desktop PCs are Windows XP or Vista with MS-Office 2007.
  - Other applications in use include Forté Application Environment, FileNet, Tomcat, WebFocus.
  - Development tools and environments also include Forté, Eclipse, Visio, Project.
  - SCM is Serena Tracker and PVCS, with a project underway to implement Serena Dimensions for both requirements and CM.

38. Please provide a copy of your Fund Travel policies and Procedures
- In general PERF and TRF follow Federal guidelines for Fund Travel policies and procedures.
39. Please clarify Staffing. Is it related to administering the workforce or recruiting staff? Or is it staffing for projects or order management where Indiana would manage a pool of employees, subcontractors, and applicants?
- Staffing refers to workforce planning, analytics capabilities, job description maintenance, applicant tracking, compliance reporting, etc. Each Respondent is encouraged to address how the proposed functionality supports each of the above.
40. How many legacy systems does historical data have to be converted from?
- PERF and TRF anticipate converting data from at least 3 legacy systems with the potential need to access additional data from the Defined Contribution Recordkeeper, State Human Resource Information System, and any other sources identified during the system conversion and implementation project. Each Respondent is encouraged to clearly detail the method in which historical data would be proposed for conversion into new applications.
  - Both PERF and TRF use separate but similar Defined Benefits and Member information systems for which historical data would need to be converted.
  - PERF has a current accounting/general ledger system for which historical data would be converted.
41. Can you provide a ballpark number for how many historical data files have to be converted?
- All data to be converted is contained in the database associated with each of the three legacy systems mentioned in question 39. Total estimated volume of historical data files would be determined during the scoping and discovery phase of the conversion and implementation project.
42. Can you provide samples of special financial reporting required?
- The required annual reports can be found in PERF and TRF's respective Consolidated Annual Financial Reports (CAFR). The CAFR for PERF is accessible via the following link: <http://www.in.gov/perf/2376.htm> and for TRF: <http://www.in.gov/trf/2330.htm>
  - PERF and TRF anticipate that the majority of the monthly managerial and budget financial reports will change due to the enhanced functionality of the new system.
43. Would the State of Indiana PERF and TRF consider any other types of proposals, for example, Time and Materials?



- The RFP Evaluation Team prefers a fixed priced proposal and will give preference to responses that provide a fixed price bid. Each respondent is encouraged to detail each proposed solution's cost structure thoroughly in the response.
- 44.** Are Indiana PERF and TRF utilizing LDAP security today with their external Website? If so, can the Respondent assume that the security portion of the solution will encompass existing LDAP security?
- Applications currently in use by PERF and TRF do not utilize LDAP for security, and do not include full single-sign on features. Authentication on the network is currently done via Active Directory. PERF and TRF view single sign-on for the proposed financial application solutions as a requirement.
- 45.** If the Respondent were to propose using the State of Indiana statewide HR and Payroll applications, can the Respondent assume that the state's existing interfaces into and out of the payroll system can be utilized, i.e. payroll to GL, GL chart fields to payroll and benefits to and from the benefits vendors?
- No, standard utilization of State of Indiana HRIS and GL interfaces or chart of accounts cannot be assumed by a Respondent.
- 46.** How many years of payroll history does Indiana PERF want to store for historical purposes?
- Payroll history will ideally be maintained for a period of 10 years dating back from implementation date for the conversion of historical data and ensure that the 10 year period of payroll history is stored for the system ongoing.
- 47.** Is there a need to convert paycheck detail records?
- PERF and TRF anticipate that this will not be necessary for PERF and TRF Employees and conversion is anticipated to be necessary for PERF and TRF Retirees.
- 48.** Does Indiana PERF have direct deposit?
- Yes, PERF has direct deposit and utilizes it for approximately 76% of the monthly benefit payroll to retirees.
- 49.** Who is responsible for preparing W2's?
- For PERF and TRF Employees: The State of Indiana Personnel Department/State Auditor is responsible for preparing W2's for both PERF and TRF employees.
  - For PERF and TRF Members: The Member's Employer is responsible for preparing the W2.
  - 1099Rs processing and issuance will be the responsibility of the Defined Contribution Record Keeper for PERF and TRF.

**50. Time and Expenses.** Can Indiana PERF provide more information on this process?

- Time and expenses refers to necessary tracking and reporting for payroll purposes and project cost and tracking.

**51. Is Indiana PERF utilizing a separate time reporting/reporting application?**

- PERF currently utilizes timesheet reporting and manual entry by Human Resources staff into the State of Indiana's PeopleSoft Human Resources interface.

**52. Would Indiana PERF please provide a "Project Team" head count, i.e. how many Functional Users, Programmers, DBA's that will be working on the project?**

- PERF and TRF will ensure that all necessary participants from the organizations will work on a Project Team to implement the solutions. The size of the "Project Team" will be dependent upon the specific solutions proposed. Each respondent is encouraged to detail their solutions fully and include a proposed scope and size of a Project Team for PERF and TRF.

Questions Received at RFP Bidders' Conference on 9-3-2008.

- 53.** Within Section 1.6 of the RFP is it acceptable for the system integrator who has a contract with an application provider to provide a bid? Would a bid be considered that has an arrangement with a bidder that they can provide a bid as a subcontractor?
- PERF and TRF prefer to contract with one vendor to provide the financial application solutions. Respondents are encouraged to fully detail all proposed solutions and contractual arrangements in the RFP response.
- 54.** Within Section 3.2 page 14 of the RFP, would a bid involving a solution that does not present a fixed priced proposal be accepted or rejected?
- PERF and TRF will review every response for the cost structure and solution best suiting the agencies. Respondents are encouraged to fully detail all costs of the proposed solutions.
- 55.** Within Section 6.1 of the RFP, is the Solutions timetable fixed or flexible?
- PERF and TRF anticipate meeting the timetable listed in Section 6.1 of the RFP. PERF and TRF will review each RFP response for the solution implementation schedule proposed. Respondents are encouraged to fully detail the specific timetable of each solution being proposed.
- 56.** What are the specific points allowed in the evaluation to responses meeting the Indiana MBE/WBE preference?
- PERF and TRF RFP Evaluation Team encourage proposals that meet State of Indiana MBE/WBE requirements.

STATE OF INDIANA  
EXECUTIVE DEPARTMENT  
INDIANAPOLIS

EXECUTIVE ORDER 04-08

FOR: GIFT-GIVING TO EXECUTIVE BRANCH EMPLOYEES

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS.

WHEREAS, the State of Indiana is served by tens of thousands of public employees who strive daily to do their jobs well for the benefit of their fellow Hoosiers; and

WHEREAS, many state employees have contact with a variety of vendors, contractors, and others who do business with the state; and

WHEREAS, current ethics rules regarding receipt of gifts by state employees have proved unnecessarily difficult to understand and cumbersome to apply; and

WHEREAS, simplification of the rules regarding receipt of gifts by state employees will advance public confidence in the integrity of government, which is essential to the exercise of good government.

NOW, THEREFORE, I, JOSEPH E. KERNAN, by virtue of the authority vested in me as Governor of the State of Indiana, do hereby order that:

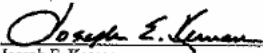
1. As of July 5, 2004, no agency employee shall accept gifts, favors, services, entertainment, food, or drink in any amount from a person who has a business relationship with the employee's agency, except as permitted under 40 Indiana Administrative Code § 2-1-6(a) or 40 Indiana Administrative Code § 2-1-6(b)(1)-(6), or any amendments thereto.
2. As of July 5, 2004, no person who has a business relationship with an employee's agency shall provide gifts, favors, services, entertainment, food, or drink in any amount to such employee, except as permitted under 40 Indiana Administrative Code § 2-1-6(a) or 40 Indiana Administrative Code § 2-1-6(b)(1)-(6), or any amendments thereto.
3. The Indiana State Ethics Commission shall educate agency employees regarding their new obligations under this Executive Order.
4. The Indiana State Ethics Commission shall educate persons who have a business relationship with an agency regarding their new obligations under this Executive Order.
5. The Indiana State Ethics Commission shall consider amending the state ethics rules to reflect the changes contained in this Executive Order.
6. The Commissioner of the Department of Administration shall ensure that all future contracts and other agreements with persons who contract with agencies shall contain a provision requiring that the contractor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with an agency, as set forth in Indiana Code § 4-2-6 et seq., the regulations promulgated thereunder, and this Executive Order. The Commissioner shall further require that if the contractor is not familiar with these ethical requirements, the contractor should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at <http://www.in.gov/ethics/>. The Commissioner shall


further require that if the contractor or its agents violate any applicable ethical standards, the agency may terminate the contract immediately in its sole discretion.

7. Independent bodies corporate and politic shall follow the requirements of this Executive Order if they have adopted State Ethics Commission rules. Independent bodies corporate and politic that have not adopted State Ethics Commission rules shall revise their ethics policies to substantially comply with the terms of this Executive Order.
8. Terms used herein have the same meaning as like terms defined in Indiana Code § 4-2-6-1.

IN TESTIMONY WHEREOF, I, Joseph E. Kernan, have herewith set my hand and caused to be affixed the Great Seal of the State of Indiana on this 27th day of April, 2004.



  
Joseph E. Kernan  
Governor of Indiana

  
ATTEST: Todd Rokita  
Secretary of State